



Manpower Standard

FINANCIAL MANAGEMENT

This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. This AFMS identifies the peacetime manpower to support base-level Financial Management functions that have undergone Defense Finance and Accounting Service (DFAS) regionalization/capitalization. It does not apply to DFAS authorizations, the Air Force Materiel Command, Air National Guard, or Air Force Reserve. Bases should submit negative variances to account for core processes not performed, or performed by contract, and positive variances for processes not included in this AFMS using the procedures in paragraph 3.3. This AFMS does not apply to bases which have undergone Office of Management and Budget (OMB) Circular A-76 cost comparison studies. This AFMS was developed by members of the Air Force Management Engineering Agency (AFMEA) and the financial management community. AFR 170-6 (to be replaced by AFI 65-101), *Comptroller Activities, Functions, and Responsibilities*; AFR 177-101, *General Accounting and Finance Systems at Base Level*; AFI 65-601V1, *Budget Guidance and Procedures*; and AFRPD 65-5, *Cost and Economics*, are the primary regulations and guidance used for the establishment and operation of the Financial Management function. AFMAN 38-208, *Air Force Management Engineering Program (MEP)*, is the governing manpower regulation. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFMEA/AEDC, 550 E Street East, Randolph AFB, Texas 78150-4451.

★SUMMARY OF CHANGES

This AFMS supersedes AFMS 151A, 11 January 1996. This revision adds variance A3.40, Positive Mission Variance for Master Labor Contract (MLC). Changes are identified with a ★.

1. Core Composition. The Financial Management function provides base-level support to the wing. This support includes providing financial management advice and guidance to the commander and staff at all levels; overseeing financial services customer support and accounting liaison activities; providing oversight for Services Squadron financial operations; collecting and disbursing government funds; and budgeting, managing, accounting, and reporting for all appropriated funds and resources of the wing.

1.1. Responsibilities:

1.1.1. Financial Management and Comptroller. Serves as the principal financial advisor to the commander and staff. Directs and controls operations and activities of the function and provides oversight and direction for Financial Management activities of the wing, and provides oversight of Services Squadron financial and accounting operations and internal controls.

1.1.2. Financial Services. Provides direct customer service to wing personnel and acts as liaison between wing organizations and activities and the DFAS.

1.1.3. Military Pay. Provides face-to-face customer service for wing personnel, such as making casual and emergency payments, processing collections, verifying entitlements, in- and out-processing of assigned personnel, resolving pay inquiries and account problems, processing leave transactions, and inputting merged accountability fund transactions.

1.1.4. **Travel.** Provides face-to-face customer service for wing personnel, such as computing cash travel advances, assisting wing resource managers in estimation costs of TDY trips, answering travelers' questions and inquiries, processing collections, assessing in claims submission, and inputting merged accountability fund transactions.

1.1.5. **Accounting Liaison.** Controls and certifies availability of appropriated funds for anticipated wing requirements (including Travel), updates accounts receivable records for cash/checks received at the base for collection, updates/adjusts organization fund targets in the base supply and base accounting systems, assists DFAS in processing accounting (inter-fund) transactions between other federal agencies and wing organizations; updates base supply's materiel acquisition control record with fund targets provided by higher headquarters and interfaces between wing organizations and DFAS in the reconciliation of accounting records and the production of financial management reports and information retrievals.

1.1.6. **Civilian Pay Liaison.** Provides face-to-face service to wing civilian employees; collects and consolidates wing time and attendance reports and forwards to the appropriate payroll office for processing; assists civilian employees in preparing and processing claims and indebtedness transactions; interfaces between the servicing civilian personnel office, the base budget office, and the payroll office in the production of civilian pay cost reports and the reconciliation and update of pay and leave records for wing civilian employees.

1.1.7. **Cashier Operations.** Provides cash disbursement and collection services for wing military and civilian personnel, makes appropriate input to automated accounting and control systems, safeguards cash and negotiable instruments and maintains cash accountability control records, services base organization change fund and imprest fund accounts, and supports peacetime mobility, deployment, and contingency operations.

1.1.8. **Financial Analysis.** Provides guidance and assists wing commanders and other financial managers develop, formulate, execute, and analyze financial operating budgets and fund allotments/allocations; performs economic analyses for capital budget decisions; evaluates lease versus buy financial decisions; conducts the wing resource information program, and provides technical and analytical financial services to wing organizations and activities.

1.2. Core Flight Manpower Required. 32

1.3. Core Range:

1.3.1. **11 WG.** 148 - 158

1.3.2. **All Other Locations.** 23 - 65

1.4. Programming Factors:

1.4.1. Authorized Military Population Supported

1.4.2. Authorized Population Supported

2. Standard Data:

2.1. **Approval Date.** 11 May 1993

2.2. **Man-hour Data Source.** Workshop Measurement

2.3. **Man-hour Equation.** $Y_c = 3516 + 0.3195X_1 + 0.2200X_2$

2.4. Workload Factors:

2.4.1. **X1:**

2.4.1.1. **Title.** Authorized Military Population Supported.

2.4.1.2. **Definition.** The funded authorized military population supported, including host and associate wings and Air Force tenants. To be counted, the core population must receive the full range of support from the host Financial Management function. Units with populations not meeting this criteria, and not identified in Attachment 3, may be submitted as potential variances (see paragraph 3.3.) only if there is a written agreement requiring the host wing Financial Management function to provide specific support (e.g., vendor payments and fund allocation) to the unit.

2.4.1.3. **Source:**

2.4.1.3.1. **11 WG.** Obtain the total number of military personnel serviced from PCN: SH099702, Pay Service File at Bolling AFB.

2.4.1.3.2. **All Other Locations.** Base manpower data system (BMDS) manpower file part A for host and Air Force tenants receiving the full range of support, using fourth quarter data for the fiscal year in which the application takes place. Count only military authorizations.

2.4.2. **X2:**

2.4.2.1. **Title.** Authorized Population Supported.

2.4.2.2. **Definition:** The total funded authorized population supported (military and civilian), including host and associate wings and Air Force tenants. To be counted, the population must receive the full range of support from the host Financial Management function. Units with populations not meeting this criteria, and not identified in Attachment 3, may be submitted as potential variances (see paragraph 3.3.) only if there is a written agreement requiring the host wing Financial Management function to provide specific support (e.g., vendor payments and fund allocation) to the unit.

2.4.2.3. **Source:**

2.4.2.3.1. **11 WG.** Obtain the total number of personnel serviced by summing the military population serviced (PCN: SH099702, Pay Service File) and the civilian population serviced (PCN: SH002KK01, Civilian Pay Information List). Obtain each of these listings from Bolling AFB, Washington, DC.

2.4.2.3.2. **All Other Locations.** BMDS manpower file part A for host and Air Force tenants receiving the full range of support, using fourth quarter data for the fiscal year in which the application takes place.

2.5. **Points of Contact:**

2.5.1. **AFMEA Representative:** Mr. Ed Craig, AFMEA/AEDC, DSN: 487-5911.

2.5.2. **Functional Representative:** Lt Col Thomas A. Sander, SAF/FMPC, DSN: 225-0140.

3. **Application Instructions:**

3.1. **Step 1.** Obtain workload data as described in paragraph 2.4. For 11 WG, sum the pay record data for all locations (Bolling AFB and Pentagon). Do not apply the equation to each separate location.

3.2. **Step 2.** Compute man-hours using the equation in paragraph 2.3. If the host Financial Management function provides full financial support to another installation, include the supported installation's population in your work count.

3.3. **Step 3.** Determine the man-hour requirement (2 decimal places) for each approved variance that applies to the base undergoing application. Obtain fixed and variable man-hours for approved variances from Attachment 3, Approved Variances. MAJCOMs may submit other proposed variances to AFMEA for review. AFMEA will submit proposed variances to SAF/FM who will staff with AF/PE for approval/disapproval. SAF/FM will provide the submitting MAJCOM and AFMEA with a decision on each proposed variance. Any variances applicable to Comptroller Squadron Support Staff are reflected in the Squadron Commander's Support Staff AFMS.

3.4. **Step 4.** Sum the results of paragraphs 3.2. and 3.3. Divide by the appropriate man-hour availability factor (MAF) and round using current procedures.

4. **Statement of Conditions.** This AFMS addresses Financial Management functions which operate in normal climatic conditions, average physical condition and layout of facilities, and current automated and nonautomated capabilities. The requirements provided by this AFMS include allowances for both direct and indirect man-hours.

BENJAMIN N. CHAPMAN, Lt Col, USAF
Chief, Plans & Productivity Division

Attachments

1. Process Oriented Description
2. Standard Manpower Table
3. Approved Variances
4. Process Analysis Summary

PROCESS ORIENTED DESCRIPTION

FINANCIAL MANAGEMENT

A1.1. MANAGES FINANCIAL OPERATIONS.

A1.2. MANAGES FINANCIAL SERVICES CUSTOMER SUPPORT AND ACCOUNTING LIAISON OPERATIONS.

A1.3. EXECUTES FINANCIAL PLANS.

A1.4. MAINTAINS ACCOUNTING AND FUND CONTROL.

A1.5. MANAGES EXPIRED APPROPRIATION FUNDS.

A1.6. FORMULATES BUDGET AND FINANCIAL PLAN.

A1.7. PROVIDES FINANCIAL REPORTS.

A1.8. PROCESSES COMMITMENT OR PAYMENT TRANSACTIONS.

A1.9. PERFORMS COMMITMENT ACCOUNTING FOR TRAVEL TRANSACTIONS.

A1.10. MAINTAINS PROJECT FUNDS MANAGER RECORD (PFMR) AND ORGANIZATION COST CENTER RECORD (OCCR) DATA.

A1.11. PREPARES OUTGOING FUNDING DOCUMENTS.

A1.12. CERTIFIES AVAILABILITY OF FUNDS ON FOR-SELF TDY AND PCS TRAVEL ORDERS.

A1.13. MAINTAINS MISCELLANEOUS OBLIGATION REIMBURSEMENT DOCUMENT (MORD), FUND CITE AUTHORIZATIONS (AF FORM 616), AND FUND CONTROL NUMBERS (FCNs).

A1.14. INPUTS MAFR TRANSACTIONS FOR CASH DISBURSEMENTS.

A1.15. MAINTAINS CASH ACCOUNTABILITY.

A1.16. MAKES PAYMENTS AND COLLECTIONS.

A1.17. PROVIDES OVERSIGHT OF SERVICES SQUADRON FINANCIAL OPERATIONS.

A1.18. MANAGES DEPOT-LEVEL REPAIRABLE (DLR) FUND.

A1.19. MANAGES DEFENSE BUSINESS OPERATIONS FUND (DBOF).

A1.20. MANAGES UNIT COST RESOURCING PROGRAM.

A1.21. PREPARES LOCAL PURCHASE STOCK FUND PAYMENTS.

A1.22. PREPARES TREASURY CHECKS.

A1.23. PROCESSES MILITARY PCS VOUCHERS (WITHOUT DEPENDENTS).

- A1.24. PROCESSES MILITARY PCS VOUCHERS (WITH DEPENDENTS).**
- A1.25. PROCESSES MILITARY PAY DISBURSEMENTS.**
- A1.26. PROVIDES MILITARY PAY CUSTOMER SERVICE.**
- A1.27. PERFORMS ECONOMIC ANALYSIS (EAs).**
- A1.28. REVIEWS INTERSERVICE SUPPORT AGREEMENTS (ISAs).**
- A1.29. PROVIDES TECHNICAL AND ANALYTICAL FINANCIAL MANAGEMENT SUPPORT.**
- A1.30. ADMINISTERS CIVILIAN PAY AND LEAVE ACCOUNTS.**
- A1.31. MAINTAINS SYSTEM CONTROL.**
- A1.32. PROVIDES RETIRED PAY CUSTOMER SERVICE.**
- A1.33. MAINTAINS DATA ACCURACY, CURRENCY, AND TIMELINESS.**
- A1.34. ANSWERS CUSTOMER TRAVEL INQUIRIES.**
- A1.35. PROCESSES TDY SETTLEMENT VOUCHERS.**
- A1.36. PROCESSES ADVANCE TRAVEL PAYMENTS.**
- A1.37. PROCESSES DO-IT-YOURSELF (DITY) MOVE PAYMENT VOUCHERS.**
- A1.38. PROCESSES CIVILIAN PCS (CONUS) VOUCHERS.**
- A1.39. PROCESSES CIVILIAN PCS (OVERSEAS OR RENEWAL AGREEMENT) VOUCHERS.**
- A1.40. PREPARES RELOCATION INCOME TAX ALLOWANCE VOUCHERS.**
- A1.41. PROCESSES INTER-FUND BILL.**
- A1.42. PROVIDES OPEN ACCOUNT FOLLOW-UP AND CUSTOMER SERVICE.**
- A1.43. PROCESSES CIVILIAN PERSONNEL INDEBTEDNESS TRANSACTIONS.**
- A1.44. PREPARES AND PROCESSES DOCUMENTS AFFECTING MILITARY PAY.**
- A1.45. PROVIDES MILITARY PAY INDEBTEDNESS SERVICE.**
- A1.46. MAINTAINS MILITARY LEAVE ACCOUNTS.**
- A1.47. MANAGES CIVILIAN TIMEKEEPER PROCEDURES.**
- A1.48. PROVIDES COST ACCOUNTING SUPPORT.**
- A1.49. MAINTAINS MASTER TRAVEL RECORD.**
- A1.50. PERFORMS FOLLOW-UP AND MAINTENANCE OF ATRAS MANAGEMENT PRODUCTS.**

A1.51. PROVIDES RESOURCE INFORMATION.

A1.52. ADMINISTERS BASE LEVEL PROCESSING OF REPORTS OF AUDIT.

A1.53. RESOLVES CIVILIAN PAY INQUIRIES AND PROVIDES TECHNICAL ASSISTANCE.

A1.54. CERTIFIES FUNDS ON FOR-OTHERS AND OPEN ALLOTMENT TDY/PCS TRAVEL ORDERS.

A1.55. ADMINISTERS CASH VERIFICATION PROGRAM.

A1.56. REVISES LEASE VERSUS BUY DECISIONS.

A1.57. EXECUTES INTERNAL QUALITY ASSURANCE (QA) PROGRAM.

A1.58. PROCESSES MILITARY DEPENDENCY DETERMINATION REQUESTS.

A1.59. PERFORMS VOUCHER AUDITS.

A1.60. ADMINISTERS CIVILIAN DIRECT DEPOSIT PARTICIPATION PROGRAM.

A1.61. PROVIDES LIAISON FOR GENERAL ACCOUNTING OFFICE AND DEFENSE AUDIT SERVICE VISITS.

A1.62. REVIEWS A-76 COST COMPARISONS.

A1.63. REVIEWS PRODUCTIVITY ENHANCEMENT PROGRAM PROPOSALS.

A1.64. ADMINISTERS INSTALLATION INTERNAL CONTROL REVIEW PROGRAM.

| STANDARD MANPOWER TABLE | | | | | | | | | | | |
|---|-------|-------|------------------------------|----|----|----|----|----|----|----|----|
| WORK CENTER/FAC | | | APPLICABILITY MAN-HOUR RANGE | | | | | | | | |
| Financial Management/151A | | | N/A | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| Financial Mgmt Officer (FM) | 65F3 | LTC | | | | | | | | | |
| Financial Mgmt (FM) | 65F3 | MAJ | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FMA) | 65F3 | MAJ | | | | | | | | | |
| Financial Mgmt (FM) | 65F3 | CPT | 1 | 1 | 1 | | | | | | |
| Financial Mgmt (FMA) | 65F3 | CPT | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FMF) | 65F3 | CPT | | | | | | | | | |
| Financial Mgmt (FMA) | 65F3 | LT | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgr | 6F000 | CMS | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt & Svcs Supt | 6F090 | SMS | 1 | 1 | 1 | | | | | | |
| Fin Mgmt & Svcs Crftmn (AL) | 6F070 | MSG | | | | | | | | | |
| Fin Mgmt & Svcs Crftmn (CS) | 6F070 | MSG | | | | | 1 | 1 | 1 | 1 | 1 |
| Fin Mgmt & Svcs Crftmn (AL) | 6F070 | TSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Fin Mgmt & Svcs Crftmn*(CS) | 6F070 | TSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt Jrnymn* | 6F051 | SSG | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Financial Mgmt Jrnymn* | 6F051 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt Apr | 6F031 | A1C | | | | | | | | | |
| Financial Svcs Crftmn | 6F052 | SSG | 2 | 2 | 2 | 2 | 2 | 3 | 4 | 4 | 4 |
| Financial Svcs Crftmn | 6F052 | SRA | 1 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| Financial Svcs Jrnymn | 6F032 | A1C | | | 1 | 1 | 1 | 1 | 1 | 2 | 3 |
| Financial Analysis Mgr | 6F100 | CMS | | | | | | | | | |
| Financial Analysis Supt | 6F191 | SMS | | | | | | | 1 | 1 | 1 |
| Financial Analysis Crftmn | 6F171 | MSG | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Financial Analysis Crftmn** | 6F171 | TSG | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 2 |
| Financial Analysis Jrnymn** | 6F151 | SSG | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Financial Analysis Jrnymn** | 6F151 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Mgmt Crftmn | 3A000 | TSG | | | | | | | | | |
| Information Mgmt Jrnymn | 3A051 | SSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Mgmt Jrnymn | 3A051 | SRA | | | | | | | | | |
| AL - Accounting Liaison FMF - Financial Services CS - Customer Service FMA - Financial Analysis FM - Financial Mgmt Officer | | | | | | | | | | | |
| * May be substituted for an equivalent grade 6F1XX to accommodate variance. ** Within a manpower range of 23-31, up to 3 authorizations may be substituted for a 6F0X1 or 6F0X2 of equivalent grade at the option of the Base Financial Mgmt Officer. Note 1 - Under the objective model wing, only three officers are allowed. The additional officer spaces will have to be filled by officer-equivalent civilians. Note 2 - When the objective wing commander is a general officer, the Financial Mgmt Officer position will be a Lieutenant Colonel. | | | | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| STANDARD MANPOWER TABLE | | | | | | | | | | | |
|--|-------|-------|------------------------------|----|----|----|----|----|----|----|----|
| WORK CENTER/FAC | | | APPLICABILITY MAN-HOUR RANGE | | | | | | | | |
| Financial Management/151A | | | N/A | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| Financial Mgmt Officer (FM) | 65F3 | LTC | | | | | | | | | |
| Financial Mgmt (FM) | 65F3 | MAJ | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FMA) | 65F3 | MAJ | | | | | | | | | |
| Financial Mgmt (FM) | 65F3 | CPT | | | | | | | | | |
| Financial Mgmt (FMA) | 65F3 | CPT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FMF) | 65F3 | CPT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FMA) | 65F3 | LT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgr | 6F000 | CMS | | | | | | | | | |
| Financial Mgmt & Svcs Supt | 6F090 | SMS | | | | | 1 | 1 | 1 | 1 | 1 |
| Fin Mgmt & Svcs Crftmn (AL) | 6F070 | MSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Fin Mgmt & Svcs Crftmn (CS) | 6F070 | MSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 |
| Fin Mgmt & Svcs Crftmn (AL) | 6F070 | TSG | | | | | | | 1 | 1 | 1 |
| Fin Mgmt & Svcs Crftmn*(CS) | 6F070 | TSG | 1 | 1 | 1 | 2 | 2 | 2 | 3 | 3 | 3 |
| Financial Mgmt Jrnymn* | 6F051 | SSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt Jrnymn* | 6F051 | SRA | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 |
| Financial Mgmt Apr | 6F031 | A1C | | | | | | | | | |
| Financial Svcs Crftmn | 6F052 | SSG | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Financial Svcs Crftmn | 6F052 | SRA | 4 | 4 | 5 | 5 | 5 | 6 | 6 | 6 | 6 |
| Financial Svcs Jrnymn | 6F032 | A1C | 3 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Financial Analysis Mgr | 6F100 | CMS | | | | | | | | | |
| Financial Analysis Supt | 6F191 | SMS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Analysis Crftmn | 6F171 | MSG | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Financial Analysis Crftmn | 6F171 | TSG | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Financial Analysis Jrnymn | 6F151 | SSG | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Financial Analysis Jrnymn | 6F151 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Mgmt Crftmn | 3A000 | TSG | | | | | | | | 1 | 1 |
| Information Mgmt Jrnymn | 3A051 | SSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| Information Mgmt Jrnymn | 3A051 | SRA | | | | | | | | 1 | 1 |
| AL - Accounting Liaison FMF - Financial Services CS - Customer Service FMA - Financial Analysis FM - Financial Mgmt Officer | | | | | | | | | | | |
| * May be substituted for an equivalent grade 6F1XX to accommodate variance. Note 1 - Under the objective model wing, only three officers are allowed. The additional officer spaces will have to be filled by officer-equivalent civilians. Note 2 - When the objective wing commander is a general officer, the Financial Mgmt Officer position will be a Lieutenant Colonel. Note 3 - In addition to the substitutions for variances, bases earning 32 to 45 authorizations may substitute up to two authorizations for any 6FXXX of equivalent grade. Bases earning 46+ may substitute up to three authorizations. | | | | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |

| STANDARD MANPOWER TABLE | | | | | | | | | | | |
|--|-------|-------|------------------------------|----|----|----|----|----|----|----|----|
| WORK CENTER/FAC | | | APPLICABILITY MAN-HOUR RANGE | | | | | | | | |
| Financial Management/151A | | | N/A | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| Financial Mgmt Officer (FM) | 65F3 | LTC | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FM) | 65F3 | MAJ | 1 | 1 | 1 | | | | | | |
| Financial Mgmt (FMA) | 65F3 | MAJ | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FM) | 65F3 | CPT | | | | | | | | | |
| Financial Mgmt (FMA) | 65F3 | CPT | 1 | 1 | 1 | | | | | | |
| Financial Mgmt (FMF) | 65F3 | CPT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FMA) | 65F3 | LT | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 |
| Financial Mgr | 6F000 | CMS | | | | | | | | | |
| Financial Mgmt & Svcs Supt | 6F090 | SMS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Fin Mgmt & Svcs Crftmn (AL) | 6F070 | MSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Fin Mgmt & Svcs Crftmn (CS) | 6F070 | MSG | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Fin Mgmt & Svcs Crftmn (AL) | 6F070 | TSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Fin Mgmt & Svcs Crftmn*(CS) | 6F070 | TSG | 4 | 4 | 4 | 4 | 5 | 5 | 5 | 5 | 5 |
| Financial Mgmt Jrnymn* | 6F051 | SSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt Jrnymn* | 6F051 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt Apr | 6F031 | A1C | | | | | | | | | |
| Financial Svcs Crftmn | 6F052 | SSG | 4 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 6 |
| Financial Svcs Crftmn | 6F052 | SRA | 6 | 6 | 6 | 7 | 7 | 7 | 8 | 8 | 8 |
| Financial Svcs Jrnymn | 6F032 | A1C | 4 | 4 | 5 | 5 | 5 | 5 | 5 | 6 | 6 |
| Financial Analysis Mgr | 6F100 | CMS | | | | | | 1 | 1 | 1 | 1 |
| Financial Analysis Supt | 6F191 | SMS | 1 | 1 | 1 | 1 | 1 | | | | |
| Financial Analysis Crftmn | 6F171 | MSG | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Financial Analysis Crftmn | 6F171 | TSG | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Financial Analysis Jrnymn | 6F151 | SSG | 4 | 4 | 4 | 4 | 3 | 3 | 3 | 3 | 3 |
| Financial Analysis Jrnymn | 6F151 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Mgmt Crftmn | 3A000 | TSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Mgmt Jrnymn | 3A051 | SSG | | | | | | 1 | 1 | 1 | 1 |
| Information Mgmt Jrnymn | 3A051 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| AL - Accounting Liaison FMF - Financial Services CS - Customer Service FMA - Financial Analysis FM - Financial Mgmt Officer | | | | | | | | | | | |
| * May be substituted for an equivalent grade 6F1XX to accommodate variance. Note 1 - Under the objective model wing, only three officers are allowed. The additional officer spaces will have to be filled by officer-equivalent civilians. Note 2 - When the objective wing commander is a general officer, the Financial Mgmt Officer position will be a Lieutenant Colonel. Note 3 - In addition to the substitutions for variances, bases earning 32 to 45 authorizations may substitute up to two authorizations for any 6FXXX of equivalent grade. Bases earning 46+ may substitute up to three authorizations. | | | | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 |

| STANDARD MANPOWER TABLE | | | | | | | | | | | |
|--|-------|-------|------------------------------|----|----|----|----|----|----|----|----|
| WORK CENTER/FAC | | | APPLICABILITY MAN-HOUR RANGE | | | | | | | | |
| Financial Management/151A | | | N/A | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| Financial Mgmt Officer (FM) | 65F3 | LTC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FM) | 65F3 | MAJ | | | | | | | | | |
| Financial Mgmt (FMA) | 65F3 | MAJ | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FM) | 65F3 | CPT | | | | | | | | | |
| Financial Mgmt (FMA) | 65F3 | CPT | | | | | | | | | |
| Financial Mgmt (FMF) | 65F3 | CPT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FMA) | 65F3 | LT | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Financial Mgr | 6F000 | CMS | | | | | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt & Svcs Supt | 6F090 | SMS | 1 | 1 | 1 | 1 | | | | | |
| Fin Mgmt & Svcs Crftmn (AL) | 6F070 | MSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Fin Mgmt & Svcs Crftmn (CS) | 6F070 | MSG | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| Fin Mgmt & Svcs Crftmn (AL) | 6F070 | TSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Fin Mgmt & Svcs Crftmn*(CS) | 6F070 | TSG | 5 | 5 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| Financial Mgmt Jrnymn* | 6F051 | SSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt Jrnymn* | 6F051 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt Apr | 6F031 | A1C | | | | | | | | | |
| Financial Svcs Crftmn | 6F052 | SSG | 6 | 6 | 6 | 6 | 6 | 7 | 7 | 7 | 7 |
| Financial Svcs Crftmn | 6F052 | SRA | 9 | 9 | 9 | 10 | 10 | 10 | 11 | 11 | 12 |
| Financial Svcs Jrnymn | 6F032 | A1C | 6 | 7 | 7 | 7 | 7 | 7 | 7 | 8 | 8 |
| Financial Analysis Mgr | 6F100 | CMS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Analysis Supt | 6F191 | SMS | | | | | | | | | |
| Financial Analysis Crftmn | 6F171 | MSG | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Financial Analysis Crftmn | 6F171 | TSG | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Financial Analysis Jrnymn | 6F151 | SSG | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Financial Analysis Jrnymn | 6F151 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Mgmt Crftmn | 3A000 | TSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Mgmt Jrnymn | 3A051 | SSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Mgt Jrnymn | 3A051 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| AL - Accounting Liaison FMF - Financial Services CS - Customer Service FMA - Financial Analysis FM - Financial Mgmt Officer | | | | | | | | | | | |
| * May be substituted for an equivalent grade 6F1XX to accommodate variance. Note 1 - Under the objective model wing, only three officers are allowed. The additional officer spaces will have to be filled by officer-equivalent civilians. Note 2 - When the objective wing commander is a general officer, the Financial Mgmt Officer position will be a Lieutenant Colonel. Note 3 - In addition to the substitutions for variances, bases earning 32 to 45 authorizations may substitute up to two authorizations for any 6FXXX of equivalent grade. Bases earning 46+ may substitute up to three authorizations. | | | | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 |

| STANDARD MANPOWER TABLE | | | | | | | | | | | |
|--|-------|-------|------------------------------|----|----|----|----|----|----|----|----|
| WORK CENTER/FAC | | | APPLICABILITY MAN-HOUR RANGE | | | | | | | | |
| Financial Management/151A | | | N/A | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| Financial Mgmt Officer (FM) | 65F3 | LTC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FM) | 65F3 | MAJ | | | | | | | | | |
| Financial Mgmt (FMA) | 65F3 | MAJ | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FM) | 65F3 | CPT | | | | | | | | | |
| Financial Mgmt (FMA) | 65F3 | CPT | | | | | | | | | |
| Financial Mgmt (FMF) | 65F3 | CPT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FMA) | 65F3 | LT | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Financial Mgr | 6F000 | CMS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt & Svcs Supt | 6F090 | SMS | | | | | | | | | |
| Fin Mgmt & Svcs Crftmn (AL) | 6F070 | MSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Fin Mgmt & Svcs Crftmn (CS) | 6F070 | MSG | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Fin Mgmt & Svcs Crftmn (AL) | 6F070 | TSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Fin Mgmt & Svcs Crftmn*(CS) | 6F070 | TSG | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| Financial Mgmt Jrnymn* | 6F051 | SSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt Jrnymn* | 6F051 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt Apr | 6F031 | A1C | | | | | | | | 1 | 1 |
| Financial Svcs Crftmn | 6F052 | SSG | 8 | 8 | 9 | 9 | 9 | 10 | 10 | 10 | 10 |
| Financial Svcs Crftmn | 6F052 | SRA | 12 | 13 | 13 | 13 | 14 | 14 | 15 | 15 | 16 |
| Financial Svcs Jrnymn | 6F032 | A1C | 8 | 8 | 8 | 9 | 9 | 9 | 9 | 9 | 9 |
| Financial Analysis Mgr | 6F100 | CMS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Analysis Supt | 6F191 | SMS | | | | | | | | | |
| Financial Analysis Crftmn | 6F171 | MSG | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Financial Analysis Crftmn | 6F171 | TSG | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Financial Analysis Jrnymn | 6F151 | SSG | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Financial Analysis Jrnymn | 6F151 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Mgmt Crftmn | 3A000 | TSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Mgmt Jrnymn | 3A051 | SSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Mgmt Jrnymn | 3A051 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| AL - Accounting Liaison FMF - Financial Services CS - Customer Service FMA - Financial Analysis FM - Financial Mgmt Officer | | | | | | | | | | | |
| * May be substituted for an equivalent grade 6F1XX to accommodate variance. Note 1 - Under the objective model wing, only three officers are allowed. The additional officer spaces will have to be filled by officer-equivalent civilians. Note 2 - When the objective wing commander is a general officer, the Financial Mgmt Officer position will be a Lieutenant Colonel. Note 3 - In addition to the substitutions for variances, bases earning 32 to 45 authorizations may substitute up to two authorizations for any 6FXXX of equivalent grade. Bases earning 46+ may substitute up to three authorizations. | | | | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 |

| STANDARD MANPOWER TABLE | | | | | | | | | | | |
|--|-------|-------|------------------------------|----|----|----|----|----|----|----|----|
| WORK CENTER/FAC | | | APPLICABILITY MAN-HOUR RANGE | | | | | | | | |
| Financial Management/151A | | | N/A | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| Financial Mgmt Officer (FM) | 65F3 | LTC | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FM) | 65F3 | MAJ | | | | | | | | | |
| Financial Mgmt (FMA) | 65F3 | MAJ | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FM) | 65F3 | CPT | | | | | | | | | |
| Financial Mgmt (FMA) | 65F3 | CPT | | | | | | | | | |
| Financial Mgmt (FMF) | 65F3 | CPT | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt (FMA) | 65F3 | LT | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Financial Mgr | 6F000 | CMS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt & Svcs Supt | 6F090 | SMS | | | | | | | | | |
| Fin Mgmt & Svcs Crftmn (AL) | 6F070 | MSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Fin Mgmt & Svcs Crftmn (CS) | 6F070 | MSG | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Fin Mgmt & Svcs Crftmn (AL) | 6F070 | TSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Fin Mgmt & Svcs Crftmn*(CS) | 6F070 | TSG | 6 | 6 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| Financial Mgmt Jrnymn* | 6F051 | SSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt Jrnymn* | 6F051 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Mgmt Apr | 6F031 | A1C | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Svcs Crftmn | 6F052 | SSG | 10 | 10 | 10 | 11 | 11 | 11 | 11 | 12 | 12 |
| Financial Svcs Crftmn | 6F052 | SRA | 17 | 18 | 18 | 18 | 19 | 19 | 19 | 19 | 20 |
| Financial Svcs Jrnymn | 6F032 | A1C | 9 | 9 | 9 | 9 | 9 | 10 | 11 | 11 | 11 |
| Financial Analysis Mgr | 6F100 | CMS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Analysis Supt | 6F191 | SMS | | | | | | | | | |
| Financial Analysis Crftmn | 6F171 | MSG | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Financial Analysis Crftmn | 6F171 | TSG | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Financial Analysis Jrnymn | 6F151 | SSG | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Financial Analysis Jrnymn | 6F151 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Mgmt Crftmn | 3A000 | TSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Mgmt Jrnymn | 3A051 | SSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Mgmt Jrnymn | 3A051 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| AL - Accounting Liaison FMF - Financial Services CS - Customer Service FMA - Financial Analysis FM - Financial Mgmt Officer | | | | | | | | | | | |
| * May be substituted for an equivalent grade 6F1XX to accommodate variance. Note 1 - Under the objective model wing, only three officers are allowed. The additional officer spaces will have to be filled by officer-equivalent civilians. Note 2 - When the objective wing commander is a general officer, the Financial Mgmt Officer position will be a Lieutenant Colonel. Note 3 - In addition to the substitutions for variances, bases earning 32 to 45 authorizations may substitute up to two authorizations for any 6FXXX of equivalent grade. Bases earning 46+ may substitute up to three authorizations. | | | | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 |

| STANDARD MANPOWER TABLE | | | | | | | | | | | |
|--|-------|-------|------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|
| WORK CENTER/FAC | | | APPLICABILITY MAN-HOUR RANGE | | | | | | | | |
| Financial Management/151A | | | N/A Applies to 11 WG Only | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| Financial Mgmt Officer(FM) | 65F3 | LTC | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Financial Mgmt (FM) | 65F3 | MAJ | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| Financial Mgmt (FMA) | 65F3 | MAJ | | | | | | | | | |
| Financial Mgmt (FM) | 65F3 | CPT | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Financial Mgmt (FMA) | 65F3 | CPT | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 |
| Financial Mgmt (FMF) | 65F3 | CPT | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| Financial Mgmt (FMA) | 65F3 | LT | | | | | | | | | |
| Financial Manager | 6F000 | CMS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Fin Mgmt & Svcs Supt | 6F090 | SMS | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| Fin Mgmt & Svcs Crftmn (AL) | 6F070 | MSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Fin Mgmt & Svcs Crftmn (CS) | 6F070 | MSG | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Fin Mgmt & Svcs Crftmn (AL) | 6F070 | TSG | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| Fin Mgmt & Svcs Crftmn*(CS) | 6F070 | TSG | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 |
| Financial Mgmt Jrnymn* | 6F051 | SSG | 15 | 15 | 16 | 16 | 16 | 17 | 17 | 17 | 18 |
| Financial Mgmt Jrnymn* | 6F051 | SRA | 27 | 28 | 28 | 28 | 29 | 29 | 29 | 30 | 30 |
| Financial Mgmt Apr | 6F031 | A1C | 17 | 17 | 17 | 18 | 18 | 18 | 19 | 19 | 19 |
| Financial Svcs Crftmn | 6F052 | SSG | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Financial Svcs Crftmn | 6F052 | SRA | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
| Financial Svcs Jrnymn | 6F032 | A1C | | | | | | | | | |
| Financial Analysis Mgr | 6F100 | CMS | | | | | | | | | |
| Financial Analysis Supt | 6F191 | SMS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Analysis Crftmn | 6F171 | MSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Analysis Crftmn | 6F171 | TSG | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Financial Analysis Jrnymn | 6F151 | SSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Financial Analysis Jrnymn | 6F151 | SRA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Mgmt Crftmn | 3A000 | MSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Mgmt Jrnymn | 3A051 | TSG | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Information Mgmt Jrnymn | 3A051 | SSG | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| AL - Accounting Liaison FMF - Financial Services CS - Customer Service FMA - Financial Analysis FM - Financial Mgmt Officer | | | | | | | | | | | |
| * May be substituted for an equivalent grade 6F1XX to accommodate variance. Note 1 - Under the objective model wing, only three officers are allowed. The additional officer spaces will have to be filled by officer-equivalent civilians. Note 2 - When the objective wing commander is a general officer, the Financial Mgmt Officer position will be a Lieutenant Colonel. Note 3 - In addition to the substitutions for variances, bases earning 32 to 45 authorizations may substitute up to two authorizations for any 6FXXX of equivalent grade. Bases earning 46+ may substitute up to three authorizations. | | | | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | 148 | 149 | 150 | 151 | 152 | 153 | 154 | 155 | 156 |

| STANDARD MANPOWER TABLE | | | | | | | | | | | |
|--|-------|-------|------------------------------|-----|--|--|--|--|--|--|--|
| WORK CENTER/FAC | | | APPLICABILITY MAN-HOUR RANGE | | | | | | | | |
| Financial Management/151A | | | N/A Applies to 11 WG Only | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| Financial Mgmt Officer (FM) | 65F3 | LTC | 2 | 2 | | | | | | | |
| Financial Mgmt (FM) | 65F3 | MAJ | 6 | 6 | | | | | | | |
| Financial Mgmt (FMA) | 65F3 | MAJ | | | | | | | | | |
| Financial Mgmt (FM) | 65F3 | CPT | 4 | 4 | | | | | | | |
| Financial Mgmt (FMA) | 65F3 | CPT | 14 | 14 | | | | | | | |
| Financial Mgmt (FMF) | 65F3 | CPT | 5 | 5 | | | | | | | |
| Financial Mgmt (FMA) | 65F3 | LT | | | | | | | | | |
| Financial Manager | 6F000 | CMS | 1 | 1 | | | | | | | |
| Fin Mgt & Svcs Supt | 6F090 | SMS | 7 | 7 | | | | | | | |
| Fin Mgt & Svcs Crftmn (AL) | 6F070 | MSG | 1 | 1 | | | | | | | |
| Fin Mgt & Svcs Crftmn (CS) | 6F070 | MSG | 3 | 3 | | | | | | | |
| Fin Mgt & Svcs Crftmn (AL) | 6F070 | TSG | 10 | 10 | | | | | | | |
| Fin Mgt & Svcs Crftmn*(CS) | 6F070 | TSG | 12 | 12 | | | | | | | |
| Financial Mgt Jrnymn* | 6F051 | SSG | 18 | 18 | | | | | | | |
| Financial Mgt Jrnymn* | 6F051 | SRA | 31 | 31 | | | | | | | |
| Financial Mgt Apr | 6F031 | A1C | 19 | 20 | | | | | | | |
| Financial Svcs Crftmn | 6F052 | SSG | 4 | 4 | | | | | | | |
| Financial Svcs Crftmn | 6F052 | SRA | 8 | 8 | | | | | | | |
| Financial Svcs Jrnymn | 6F032 | A1C | | | | | | | | | |
| Financial Analysis Mgr | 6F100 | CMS | | | | | | | | | |
| Financial Analysis Supt | 6F191 | SMS | 1 | 1 | | | | | | | |
| Financial Analysis Crftmn | 6F171 | MSG | 1 | 1 | | | | | | | |
| Financial Analysis Crftmn | 6F171 | TSG | 4 | 4 | | | | | | | |
| Financial Analysis Jrnymn | 6F151 | SSG | 1 | 1 | | | | | | | |
| Financial Analysis Jrnymn | 6F151 | SRA | 1 | 1 | | | | | | | |
| Information Mgt Crftmn | 3A000 | MSG | 1 | 1 | | | | | | | |
| Information Mgt Jrnymn | 3A051 | TSG | 2 | 2 | | | | | | | |
| Information Mgt Jrnymn | 3A051 | SSG | 1 | 1 | | | | | | | |
| AL - Accounting Liaison FMF - Financial Services CS - Customer Service FMA - Financial Analysis FM - Financial Mgmt Officer | | | | | | | | | | | |
| * May be substituted for an equivalent grade 6F1XX to accommodate variance. Note 1 - Under the objective model wing, only three officers are allowed. The additional officer spaces will have to be filled by officer-equivalent civilians. Note 2 - When the objective wing commander is a general officer, the Financial Mgmt Officer position will be a Lieutenant Colonel. Note 3 - In addition to the substitutions for variances, bases earning 32 to 45 authorizations may substitute up to two authorizations for any 6FXXX of equivalent grade. Bases earning 46+ may substitute up to three authorizations. | | | | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | 157 | 158 | | | | | | | |

APPROVED VARIANCES

FINANCIAL MANAGEMENT

A3.1. Title. Positive Mission Variance For the Formal Training Course Cost Report (FTCCR).

A3.1.1. **Definition.** Provides man-hours for the gathering, preparation and submission of the FTCCR.

A3.1.2. **Impact.** +23 man-hours per month (.14 fractional manpower)

A3.1.3. **Applicability:**

| | |
|--------------------|-----------------|
| Altus AFB OK | March AFB CA |
| Barksdale AFB LA | Maxwell AFB AL |
| Castle AFB CA | Offutt AFB NE |
| Dyess AFB TX | Pope AFB NC |
| Ellsworth AFB SD | Scott AFB IL |
| Goodfellow AFB TX | Sheppard AFB TX |
| Keesler AFB MS | Travis AFB CA |
| Lackland AFB TX | |
| Little Rock AFB AR | |

A3.2. Title. Positive Mission Variance for Financial Services Tenant Accounting Support (Operating Budget Account Numbers (OBANs) Managed).

A3.2.1. **Definition.** Provides man-hours for the recording of funding documents and obligations, funds accounting, training tenant personnel on the document maintenance, and monthly status reporting to the issuing command. This accounts for the additional workload generated from MAJCOM headquarters, numbered air forces, major range and test facility bases, and other tenant OBAN support requirements.

A3.2.2. **Impact.** +15.00 monthly man-hours per OBAN (.09 fractional manpower).

A3.2.3. **Applicability.** Applies to all bases covered by this standard supporting tenant units requesting accounting support.

A3.3. Title. Positive Mission Variance for Financial Analysis Tenant Support (OBANs Managed).

A3.3.1. **Definition.** Provides man-hours for briefing financial committees, producing annual financial plans, monitoring program execution, and loading and verifying targets. This accounts for the additional workload generated from MAJCOM headquarters, numbered air forces, major range and test facility bases, and other tenant OBAN support requirements.

A3.3.2. **Impact.** +50 monthly man-hours (.31 fractional manpower)

A3.3.3. **Applicability.** Applies to all bases covered by this standard supporting tenant units requesting accounting support.

A3.4. Title. Negative Mission Variance for Approved Initiative Reductions.

A3.4.1. **Definition.** New procedures for streamlining Financial Management processes were identified by the workshop and approved for immediate development by SAF/FM.

A3.4.2. **Impact.** -2.9% of Military Pay and Travel man-hours.

A3.4.3. **Applicability.** All bases covered by this standard.

A3.4.4. **Special Application Instructions.** To apply the variance reduction, multiply the variable percentage (2.9%) by the variable man-hours (X1 and X2) from the equation and include this as a negative variance in paragraph 3.3 of application instructions.

A3.5. Title. Positive Technology Variance for Automated Systems Support.

A3.5.1. **Definition.** Man-hours required to provide a Financial Management point of contact between the standard base-level computer operators and the Financial Management end-users. Man-hours include time for informing end-users of scheduled or emergency down-times, system database saves, release of information and schedules, maintenance of schedules, power outages, and estimated dates and times for equipment upgrades and installation. It also provides for equipment and software training for assigned personnel; equipment maintenance, upgrades, and inventories; and assistance with systems-related problem solving.

A3.5.2. **Impact.** +40 monthly man-hours (.25 fractional manpower).

A3.5.3. **Applicability.** All Air Force Bases covered by this AFMS.

A3.6. Title. Positive Mission Variance for Non-Air Force Population Supported.

A3.6.1. **Definition.** Provides additional man-hours for Financial Management support to non-Air Force personnel assigned to the installation.

A3.6.2. **Impact and Applicability:**

| BASE | MAN-HOURS | MANPOWER |
|------------------------|-----------|----------|
| Davis Monthan AFB AZ | +75.52 | +0.47 |
| Holloman AFB NM | +75.52 | +0.47 |
| Howard AFB PN | +101.24 | +0.63 |
| Langley AFB VA | +80.35 | +0.50 |
| Luke AFB AZ | +80.35 | +0.50 |
| MacDill AFB FL | +1100.73 | +6.85 |
| Nellis AFB NV | +215.33 | +1.34 |
| Peterson AFB CO | +41.19 | +0.27 |
| Seymour Johnson AFB NC | +40.17 | +.025 |
| Shaw AFB SC | +64.28 | +0.40 |
| Tyndall AFB FL | +64.28 | +.040 |

A3.7. Title. Positive Mission Variance for Students Supported.

A3.7.1. **Definition.** The providing of the full range of financial services support to students receiving formal training at the servicing installation.

A3.7.2. **Impact.** 100% of the Military Pay man-hours received through the core equation per student. Do not include the fixed core equation man-hours in your calculations.

A3.7.3. **Applicability.** Applies to Air Education and Training Command technical training centers, Air University, and Fairchild AFB WA.

A3.7.4. **Special Application Instructions.** To compute this variance:

A3.7.4.1. Obtain the average monthly number of military and civilian students supported from the installation Registrar's office.

A3.7.4.2. Multiply the military student number by the military pay equation coefficient (X1) to arrive at the man-hours required by Financial Management to support the specified student population.

A3.8. Title. Positive Mission Variance for Foreign Currency Operations.

A3.8.1. **Definition.** Provides man-hours for stating Foreign Currency Case Authority in Foreign Currency Units, purchasing of foreign currency, maintaining and balancing ledgers, writing and replacing checks, preparing Standard Forms 1149, Statement of Designated Depository Account, and preparing the Annual Report of Estimated Foreign Currency Collections and Expenditures.

A3.8.2. **Impact.** +30.53 monthly man-hours (.19 fractional manpower)

A3.8.3. **Applicability.** Kunsan AB ROK; Lajes Field AB, Azores; Osan AB ROK; and Yokota AB JA.

A3.9. Title. Positive Mission Variance for Airlift Service Industrial Fund Accounting (ASIF).

A3.9.1. **Definition.** Provides man-hours to formulate and execute the supplementary financial plan and operating budget incurred by the ASIF mission.

A3.9.2. Impact and Applicability:

| BASE | MAN-HOURS | MANPOWER |
|--------------------|-----------|----------|
| Altus AFB OK | +115.70 | +0.72 |
| Charleston AFB SC | +229.79 | +1.43 |
| Dover AFB DE | +229.79 | +1.43 |
| Elmendorf AFB AK | +116.00 | +0.72 |
| Lajes Fld, Azores | +229.79 | +1.43 |
| Little Rock AFB AR | +229.79 | +1.43 |
| McChord AFB WA | +229.79 | +1.43 |
| McGuire AFB NJ | +229.79 | +1.43 |
| Pope AFB NC | +229.79 | +1.43 |
| Travis AFB CA | +229.79 | +1.43 |
| Yokota AFB JA | +260.00 | +1.43 |

A3.10. Title. Positive Mission Variance for Temporary Lodging Allowance (TLA).

A3.10.1. **Definition.** Provides man-hours for paying incoming and outgoing TLA requests, preparing vouchers for payment, and preparing military pay orders for adjustment of cost-of-living-allowances.

A3.10.2. Impact and Applicability:

| BASE | MAN-HOURS | MANPOWER |
|-------------------|-----------|----------|
| Andersen AFB GU | +100.00 | +0.62 |
| Aviano AB IT | +155.00 | +0.96 |
| RAF Chicksands UK | +105.00 | +0.65 |
| Eielson AFB AK | +100.00 | +0.62 |
| Elmendorf AFB AK | +250.00 | +1.56 |
| Hickam AFB HI | +250.00 | +1.56 |
| Howard AFB PN | +48.00 | +0.30 |
| Incirlik AB TU | +65.00 | +0.41 |
| Kadena AB OKI | +250.00 | +1.56 |
| Kunsan AB ROK | +100.00 | +0.62 |
| RAF Lakenheath UK | +155.00 | +0.97 |
| RAF Mildenhall UK | +50.00 | +0.31 |

| | | |
|-------------------|---------|-------|
| Misawa AB JA | +100.00 | +0.62 |
| Osan AB ROK | +150.00 | +0.93 |
| Ramstein AB GE | +250.00 | +1.56 |
| Sembach AB GE | +131.00 | +0.82 |
| Spangdahlem AB GE | +105.00 | +0.65 |
| Yokota AB JA | +150.00 | +0.93 |

A3.11. Title. Positive Mission Variance for Base-Level Support of Civilian Pay Operations.

A3.11.1. **Definition.** Provides additional man-hours for varying levels of civilian populations supported by the base Financial Management function.

A3.11.2. **Impact.** +.101 monthly man-hours for each civilian supported by the installation.

A3.11.3. **Applicability.** Applies to all bases covered by this AFMS with civilian populations over 1500.

A3.11.4. Special Application Instructions:

A3.11.4.1. Obtain the total number of civilians serviced from the BMDS, file part A for host and Air Force tenants receiving the full range of support using fourth quarter data for the fiscal year in which the application takes place.

A3.11.4.2. Subtract 1500 (accounted for in the core man-hours) from the population number obtained in paragraph 2.4.2. and multiply the remaining amount by .101 to obtain variance man-hours.

A3.12. Title. Positive Mission Variance for Air National Guard (ANG) and Air Force Reserve (AFRES) Unit Support.

A3.12.1. **Definition.** Provides additional man-hours for bases that provide support to ANG and AFRES units.

A3.12.2. **Impact.** +.22 monthly man-hours for each ANG and AFRES member supported by the installation.

A3.12.3. **Applicability.** Applies to all Financial Management functions that support ANG and AFRES units.

A3.13. Title. Positive Mission Variance for Report of Survey (ROS) Program Administration.

A3.13.1. **Definition.** Each commander has the authority to designate which functions on the base will serve as ROS administrator (AFR 68-1, *Reports of Survey for Air Force Property* (to be replaced by AFMAN 23-220)). This variance provides man-hours for the administration and processing necessary to appointing authority review of all ROS actions. This task must be performed to resolve individual liability issues relating to damaged/loss of government property.

A3.13.2. **Impact.** +80.00 monthly man-hours

A3.13.3. **Applicability.** Applies to all bases where Financial Management has been designated as the ROS administrator.

A3.14. Title. Positive Mission Variance for USAF Academy Cadets and Preparatory School Student Support.

A3.14.1. **Definition.** Provides full range of financial services support to Academy cadets and 182 Preparatory School students. Applies to Financial Services' customer support and accounting liaison operations.

A3.14.2. **Impact.** +945.20 monthly man-hours (5.88 fractional manpower).

A3.14.3. **Applicability.** USAFA.

A3.15. Title. Positive Mission Variance for Financial Operations Supervision.

A3.15.1. **Definition.** The USAF Academy is unique in that there are seven NAF instrumentalities (NAFIs) that support the Cadet Wing, permanently assigned personnel and faculty. These NAFIs consist of normal Services activities, and an Isolated Unit Fund for cadets, an Athletic Association to participate in NCAA activities, Billeting Fund, Dining Hall Fund, Superintendent's Mission Support Fund, and Academic Support Fund.

A3.15.2. **Impact.** +324.67 monthly man-hours (2.02 fractional manpower).

A3.15.3. **Applicability.** USAFA.

A3.16. Title. Positive Mission Variance for Cost Per Graduate/Education/Foreign Student/Billing Computations for Disenrolled Cadets/Interdepartmental Post Secondary Education Data Survey/DoD Service Academy Resources Report.

A3.16.1. **Definition.** Required by AFI 65-503, *US Air Force Cost and Planning Factors*; GAO; DoD; HQ USAF; AFPC; and USAFA Superintendent. Requested by numerous Congressional inquiries, local and national media, and the other services' academies. The DoD Service Academy Resources Report was added as a result of a recent GAO audit requiring more oversight by DoD.

A3.16.2. **Impact.** +80.83 monthly man-hours (.50 fractional manpower).

A3.16.3. **Applicability.** USAFA.

A3.17. Title. Positive Mission Variance for Additional Economic Analysis (EA) Support.

A3.17.1. **Definition.** The core requirement is based on the Objective Wing Financial Analysis Unit completing approximately three (3) EAs annually. The Academy's workload is 400% greater than the Air Force average.

A3.17.2. **Impact.** +176.00 monthly man-hours (1.10 fractional manpower).

A3.17.3. **Applicability.** USAFA.

A3.18. Title. Positive Mission Variance for the Pay System for Basic Trainees.

A3.18.1. **Definition.** Provides man-hours for establishing initial pay services, processing pay transactions under the Basic Trainee Military Pay System and preparing automated teller machine cards.

A3.18.2. **Impact.** +745.60 monthly man-hours (4.64 fractional manpower).

A3.18.3. **Applicability.** Lackland AFB TX.

A3.19. Title. Positive Mission Variance for the Portuguese Pay System.

A3.19.1. **Definition.** Man-hours required to provide foreign currency support for Portuguese nationals employed by the United States Army, Navy, and Air Force elements at Lajes Field, Azores. Provides man-hours for paying employees, interpreting of bilateral agreements, and providing policy for pay and entitlements affecting transactions. Approximately 1600 Portuguese nationals are employed by the USFORAZ at Lajes Field.

A3.19.2. **Impact.** +639.55 monthly man-hours (3.98 fractional manpower).

A3.19.3. **Applicability.** Lajes Field, Azores.

A3.20 Title. Positive Mission Variance for Italian National Pay System.

A3.20.1. **Definition.** Provides man-hours for Financial Management support to Italian National personnel assigned to the installation.

A3.20.2. **Impact.** +482.00 monthly man-hours (3.00 fractional manpower).

A3.20.3. **Applicability.** Aviano AB IT.

A3.21. Title. Positive Mission Variance for Banking Services.

A3.21.1. **Definition.** Provides man-hours for situations in which the Accounting and Finance Office acts as the base bank on installations without commercial banks. Support includes customer service, check cashing, money order sales, foreign currency exchange, service to base organizations, dishonored check maintenance, and record maintenance.

A3.21.2. **Impact.** +376.02 monthly man-hours (2.34 fractional manpower).

A3.21.3. **Applicability.** Incirlik AB TU.

A3.22. Title. Positive Mission Variance for Special Travel Allowance.

A3.22.1. **Definition.** Establishes policy, system and procedure for operating the Air Force system for authorization of Actual Expense Allowances for Air Force personnel worldwide.

A3.22.2. **Impact.** +250.00 monthly man-hours (1.56 fractional manpower).

A3.22.3. **Applicability.** 11 WG.

A3.23. Title. Positive Mission Variance for Increased Telephone and Message Traffic.

A3.23.1. **Definition.** Increases telephone service and message traffic because approximately 15,000 of the 18,000 military customers are stationed somewhere other than Bolling AFB, Washington DC. Over 230 units throughout the national capital region and around the world require coordination from our Financial Management function. In addition, coordination is required between five Military Personnel Flights and three GSUs.

A3.23.2. **Impact.** +500.00 monthly man-hours (3.11 fraction manpower).

A3.23.3. **Applicability.** 11 WG.

A3.24. Title. Positive Mission Variance for Housing Office Coordination.

A3.24.1. **Definition.** Coordination with 25 housing offices from New York to Florida, plus attaches around the world. Additionally, there is the increase of housing entitlement recertification for the 15,000 military members located somewhere other than on Bolling AFB, Washington DC.

A3.24.2. **Impact.** +80.00 monthly man-hours (.50 fractional manpower).

A3.24.3. **Applicability.** 11 WG.

A3.25. Title. Positive Mission Variance for Command-Level Workload.

A3.25.1. **Definition.** Accomplishes command-level accounting, budgeting, and planning for 11 WG. **NOTE:** This is the only variance supporting command-level workload that will be approved, due to the nature of the AFMS's application to the 11 WG.

A3.25.2. **Impact.** +803.50 monthly man-hours (5.00 fractional manpower).

A3.25.3. **Applicability.** 11 WG.

A3.26. Title. Positive Mission Variance for Very-Important-Person (VIP) Service.

A3.26.1. **Definition.** Provides personalized financial management services to General Officers, Presidential Appointees, Air Attaches, Students, and Senior Executive Service employees.

A3.26.2. **Impact.** +700.00 monthly man-hours (4.36 fractional manpower).

A3.26.3. **Applicability.** 11 WG.

A3.27. Title. Positive Mission Variance for Geographically Separated Unit (GSU) Support for Commercial Service Vouchers.

A3.27.1. **Definition.** Provides additional man-hours to process the commercial service vouchers generated by the supported GSUs at: Belle Fourche, SD; Dickinson, ND; Gillette, WY; Powell, WY; and Forsyth, MT.

A3.27.2. **Impact and Applicability:**

| BASE | MAN-HOURS | MANPOWER |
|------------------|-----------|----------|
| Ellsworth AFB SD | +79.20 | +0.49 |
| McConnell AFB KS | +33.00 | +0.21 |
| Nellis AFB NV | +48.00 | +0.30 |

A3.28. Title. Positive Mission Variance For Limited Banking Services.

A3.28.1. **Definition.** Provides man-hours for banking services, check cashing, dishonored check maintenance, conversion of Balboa currency checks, delivery of composite payroll and allotment checks to local banks, and teller services.

A3.28.2. **Impact.** +67.00 monthly man-hours (.42 fractional manpower)

A3.28.3. **Applicability.** Howard AFB PN.

A3.29. Title. Positive Mission Variance for Tactical Air Warfare Center Exercise Support.

A3.29.1. **Definition.** Provides additional man-hours for Travel management and Military Pay support to the TDY population supported by Nellis AFB NV.

A3.29.2. **Impact.** +65.82 monthly man-hours (.41 fractional manpower).

A3.29.3. **Applicability.** Nellis AFB NV.

A3.30. Title. Positive Mission Variance for Port Separates Processed.

A3.30.1. **Definition.** Man-hours required to provide pay services necessary to out-process members returning from overseas for separation.

A3.30.2. Impact and Applicability:

| BASE | MAN-HOURS | MANPOWER |
|-------------------|-----------|----------|
| Charleston AFB SC | +459.60 | +2.86 |
| McChord AFB WA | +22.50 | +0.14 |
| McGuire AFB NJ | +547.95 | +3.41 |
| Travis AFB CA | +425.83 | +2.65 |

A3.31. Title. Positive Mission Variance for Airlift Mission Travel Support.

A3.31.1. Definition. Due to the nature of the AMC mission, their travel vouchers are more difficult and time consuming to complete than the core standard. Also, due to Inactive Duty Training of Reserve crew members, a higher portion of travel settlements cannot be computed by the Integrated Automated Travel System (IATS).

A3.31.2. Impact and Applicability:

| BASE | MAN-HOURS | MANPOWER |
|--------------------|-----------|----------|
| Charleston AFB SC | +459.60 | +2.86 |
| Dover AFB DE | +276.40 | +1.72 |
| Little Rock AFB AR | +265.16 | +1.65 |
| March AFB CA | +305.33 | +1.90 |
| McChord AFB WA | +340.68 | +2.12 |
| McGuire AFB NJ | +401.75 | +2.50 |
| Scott AFB IL | +409.79 | +2.55 |
| Travis AFB CA | +490.14 | +3.05 |

A3.32. Title. Positive Mission Variance for Pacific Command (PACOM) Central Funding.

A3.32.1. Definition. Provides man-hours for receiving and consolidating requests for currency and coin; preparing orders for PACOM to CONUS shipments; preparing and dispatching messages to CONUS activities supporting funds shipments; processing TDY orders, shipping documents, labels, and transportation requests; loading and unloading shipments; receiving, issuing, counting, checking, verifying, and rebanding currency; and performing TDY to CONUS and in-theater locations.

A3.32.2. Impact. +642.76 monthly man-hours (4.00 fractional manpower).

A3.32.3. Applicability. Yokota AB JA.

A3.33. Title. Positive Mission Variance for Utility Payments and Reimbursements.

A3.33.1. Definition. Man-hours required to provide financial management accounting support for the tracking, monitoring, and reporting monitoring of utilities payments and reimbursements.

A3.33.2. Impact. +160.69 monthly man-hours (1.00 fractional manpower).

A3.33.3. Applicability. Kadena AB OKI, Misawa AB JA, and Yokota AB JA.

A3.34. Title. Positive Mission Variance for System 2200 Operations.

A3.34.1. Definition. Provides man-hours for updating, processing, and transferring accounting data between the Regional Accounting and Finance Office (RAFO) and the Deputy Accounting and Finance Office (DAFO). The Pacific Air Forces System 2200 computer operation depends on a unique software program which cannot operate on a standard base-level computer. Regionalization efforts in the Pacific Air Forces cannot operate without System 2200/SOL. Currently, the system must operate 24 hours/7 days a week to process the workload between the bases.

A3.34.2. **Impact.** +160.69 monthly man-hours (1.00 fractional manpower).

A3.34.3. **Applicability.** Applies to Anderson AFB GU, Eielson AFB AK, Elmendorf AFB AK, Kadena AB OKI, Misawa AB JA, Osan AB JA, and Yokota AB JA. (This variance will no longer apply to Anderson AFB after 1 Jul 96, and Elmendorf AFB and Eielson AFB after 1 Nov 96).

A3.35. Title. Positive Mission Variance for augmenting US Forces Japan (USFJ) and 5 AF Staff.

A3.35.1. **Definition.** Provides man-hours for performing duties as the principal financial advisor to the Commander, US Forces Japan and the Commander, 5th Air Force. Includes directly negotiating special agreements with the Government of Japan (GOJ); advising the commander on policies related to distribution budget and accounting guidance to each service related to these funds; calculating and preparing vouchers to distribute funds; coordinating with GOJ and banking officials and collecting funds from GOJ; coordinating with the President, and to ensure this legislation is implemented as intended; preparing reports sent to PACAF, OSD Comptroller, and ultimately the US Congress; attending meetings and handling issues as Chairman of the US/GOJ Joint Finance Committee.

A3.35.2. **Impact.** +200.00 monthly man-hours (1.25 fractional manpower). The sensitivity of negotiations and complexity of this program requires the full-time attention of an O-3 or O-4.

A3.35.3. **Applicability.** Yokota AB.

A3.36. Title. Positive Mission Variance for Short Tour Processing.

A3.36.1. **Definition.** In-processing transactions are at least tripled due to 85% to 90% of personnel PCSing in and out every year in comparison to 25% to 30% turnover for CONUS or most overseas areas.

A3.36.2. **Impact.** +386.26 monthly man-hours (2.00 fractional manpower).

A3.36.3. **Applicability.** Osan AB ROK.

A3.37. Title. Positive Mission Variance for Telephone Billing System.

A3.37.1. **Definition.** Provides man-hours for performing all required responsibilities to process telephone billings and collections via Base Accounts Receivable System. Includes installations, one-time charges, corrections, address changes, inquiries, terminations, cash collections and payments, processing toll tapes, follow-up on delinquent accounts, JUMPS voucher processing, scheduling, printing and distributing bills to postal facilities.

A3.37.2. **Impact.** +514.20 monthly man-hours (3.20 fractional manpower).

A3.37.3. **Applicability.** Yokota AB JA.

A3.38. Title. Positive Mission Variance for Courier Service.

A3.38.1. **Definition.** Provides man-hours for the Kunsan AB to Osan AB ROK courier service. Regionalization (DMRD 947/910) drove the need for the time-sensitive documents to be hand carried daily between Kunsan AB and Osan AB.

A3.38.2. **Impact.** +80.00 monthly man-hours (.41 fractional manpower).

A3.38.3. **Applicability.** Kunsan AB ROK.

A3.39. Title. Positive Mission Variance for Launch Facility Cost Accounting Support.

A3.39.1. **Definition.** Provides man-hours for supporting reimbursement programs, collecting cost-of-launch and range management data, budget and funding formulation, and collecting cost justification data support of Air Staff and Congressional planning requests.

A3.39.2. **Impact.** +803.45 monthly man-hours (5.00 fractional manpower).

A3.39.3. **Applicability.** Patrick AFB FL and Vandenberg AFB CA.

★A3.40. **Title.** Positive Mission Variance for Master Labor Contract (MLC).

A3.40.1. **Definition.** This variance provides man-hours for reviewing, verifying, computing, auditing, paying, and filing original payment vouchers for changes associated with indirect-hires; submitting vouchers to the government of Japan; preparing the monthly report of MLC employees, other required local, United States Forces Japan, and DoD reports; and inputting expense data into the accounting system by remote terminal.

A3.40.2. **Impact.** +160.69 monthly man-hours (1.00 fractional manpower).

A3.40.3. **Applicability.** Kadena AB JA, Misawa AB JA, and Yokota AB JA.

PROCESS ANALYSIS SUMMARY**FINANCIAL MANAGEMENT**

| PRIORITY | PROCESS TITLE | CORE MAN-HOURS | FRACTIONAL MANPOWER |
|-----------------|--|---------------------------|--------------------------------|
| 1 | Manages Financial Operations | 162.80 | 1.01 |
| 2 | Manages Accounting and Finance Operation | 135.74 | 0.84 |
| 3 | Executes Financial Plans | 506.35 | 3.15 |
| 4 | Maintains Accounting and Fund Control | 60.40 | 0.38 |
| 5 | Manages Expired Appropriation Funds | 80.00 | 0.50 |
| 6 | Formulates Budget and Financial Plan | 183.33 | 1.14 |
| 7 | Provides Financial Reports | 35.53 | 0.22 |
| 8 | Processes Commitment or Payment Transactions | 119.28 | 0.74 |
| 9 | Performs Commitment Accounting for Travel Transactions | 14.00 | 0.09 |
| 10 | Maintains Project Fund Manager Record and Organization Cost Center Record Data | 22.13 | 0.14 |
| 11 | Prepares Outgoing Funding Documents | 15.80 | 0.10 |
| 12 | Certifies Availability of Funds on For-Self TDY/PCS Orders | 25.61 | 0.16 |
| 13 | Maintains Miscellaneous Obligation Reimbursement Document and Fund Cite Authorizations and Control Numbers | 35.21 | 0.22 |
| 14 | Inputs MAFR Transactions for Cash Disbursements | 29.84 | 0.19 |
| 15 | Maintains Cash Accountability | 68.47 | 0.43 |
| 16 | Makes Payments and Collections | 160.69 | 1.00 |
| 17 | Provides Oversight of Services Sq, Financial Operations | 160.69 | 1.00 |
| 18 | Manages Depot-Level Repairables Fund | 190.69 | 1.19 |
| 19 | Manages Defense Business Operating Fund | 160.69 | 1.00 |

| PRIORITY | PROCESS TITLE | CORE MAN-HOURS | FRACTIONAL MANPOWER |
|-----------------|--|---------------------------|--------------------------------|
| 20 | Manages Unit Cost Resourcing Program | 160.69 | 1.00 |
| 21 | Prepares Local Purchase Stock Fund Payments | 71.23 | 0.44 |
| 22 | Prepares US Treasury Checks | 4.00 | 0.02 |
| 23 | Processes Military PCS Vouchers (without dependents) | 72.03 | 0.45 |
| 24 | Processes Military PCS Voucher (with dependents) | 120.05 | 0.75 |
| 25 | Processes Military Pay Disbursements | 67.23 | 0.42 |
| 26 | Provides Military Pay Customer Service | 378.39 | 2.35 |
| 27 | Performs Economic Analyses | 88.00 | 0.55 |
| 28 | Reviews Interservice Support Agreements | 24.01 | 0.15 |
| 29 | Provides Technical and Analytical Financial Management Support | 232.16 | 1.44 |
| 30 | Manages Civilian Pay and Leave Account (Civilian Pay) | 14.51 | 0.09 |
| 31 | Maintains System Control | 7.80 | 0.05 |
| 32 | Provides Retired Pay Customer Service | 30.95 | 0.19 |
| 33 | Maintains Data Accuracy, Currency, and Timeliness | 213.46 | 1.33 |
| 34 | Answers Customer Travel Inquiries | 155.20 | 0.97 |
| 35 | Processes TDY Settlement Voucher | 470.59 | 2.93 |
| 36 | Processes Advance Travel Payments | 12.84 | 0.08 |
| 37 | Processes Do-It-Yourself Move Payment Vouchers | 16.01 | 0.10 |
| 38 | Processes Civilian PCS (CONUS) Voucher | 16.01 | 0.10 |
| 39 | Processes Civilian PCS (overseas) Voucher | 9.60 | 0.06 |
| 40 | Prepares Relocation Income Tax Allowance | 12.81 | 0.08 |
| 41 | Processes Interfund Bill | 18.47 | 0.11 |
| 42 | Provides Open Account Follow-up and Customer Service | 39.00 | 0.24 |
| 43 | Processes Civilian Personnel Indebtedness Transactions | 11.74 | 0.07 |

| PRIORITY | PROCESS TITLE | CORE MAN-HOURS | FRACTIONAL MANPOWER |
|----------------------------------|---|---------------------------|--------------------------------|
| 44 | Prepares and Processes Documents Affecting Military Pay | 193.15 | 1.20 |
| 45 | Provides Indebtedness Service | 32.03 | 0.20 |
| 46 | Maintains Military Leave Accounts | 52.29 | 0.33 |
| 47 | Manages Civilian Timekeeper Procedures | 3.76 | 0.02 |
| 48 | Provides Cost Accounting Support | 11.22 | 0.07 |
| 49 | Maintains Master Travel Record | 32.01 | 0.20 |
| 50 | Performs Follow-up and Processing Maintenance of ATRAS Management Products | 67.24 | 0.42 |
| 51 | Provides Resource Information | 83.70 | 0.52 |
| 52 | Administers Base-level Processing of Report of Audit | 22.68 | 0.14 |
| 53 | Resolves Civilian Pay Inquiries and Provides Technical Assistance | 13.73 | 0.09 |
| 54 | Certifies Funds on For-Others & Open Allotment TDY/PCS Travel Orders | 12.81 | 0.08 |
| 55 | Administers Cash Verification Program | 4.80 | 0.03 |
| 56 | Reviews Lease versus Buy Decisions | 8.30 | 0.05 |
| 57 | Executes Internal Quality Assurance Program | 50.68 | 0.32 |
| 58 | Processes Military Dependency Determination Requests | 51.22 | 0.32 |
| 59 | Performs Voucher Audits | 12.35 | 0.08 |
| 60 | Administers Civilian Direct Deposit Participation Program | 6.94 | 0.04 |
| 61 | Provides Liaison for General Accounting Office Defense Audit Service Visits | 3.73 | 0.02 |
| 62 | Reviews A-76 Cost Comparisons | 4.43 | 0.03 |
| 63 | Reviews Productivity Enhancement Program Proposals | 8.90 | 0.06 |
| 64 | Manages Installation Internal Control Review Program | 15.00 | 0.09 |
| TOTAL FRACTIONAL MANPOWER | | | 31.77 |